

Employee Suggestion No. 142 - [REDACTED]

25X1A

A. Information about the Suggestor:

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[REDACTED] GS-7, Intelligence Officer, DD/P-FE

[REDACTED]

The suggestor proposes a campaign to counter waste in material should be initiated with each room in the Agency being contacted for materials.

C. Action of Concerned Offices:

The Logistics Office has informed the Committee that the subject of the suggestion makes no contribution to improvement in the use of administrative supplies and equipment beyond that contained in current Agency directives. [REDACTED] dated 10 April 1953 was issued in regard to the Economic Utilization of Administrative Supplies and Equipment." Earlier a memorandum from the Logistics Office to DD/I, DD/P, Director of Communications and Director of Training, dated 26 February 1953, was issued in regard to the above. Files attached for Committee reference.

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D. Notes:

Rejection for award of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggestor is recommended.

MAY 20 1953

Secretary, Efficiency Awards Committee

Chief, Administrative Staff, Logistics Office

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1. Recommend rejection.

2. Memorandum from this Office to DDI(Admin.), DDP(Admin.), Director of Communications (Admin.), and Director of Training (Admin.), Subject: "Economic Utilization of Administrative Supplies and Equipment", 26 February 1953 (copy attached) specifies Agency policy in regard to the utilization of administrative supplies and equipment. Paragraphs 4a(4) and 4b(4) of referenced memorandum provide for desk and office checks as an additional measure designed to assure the return of excess supplies and equipment to supply channels. These checks will be conducted on a semi-annual basis.

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3. [REDACTED] 10 April 1953 also announces, in part, "...this program will include office and desk checks for excessive supplies...". In this connection, it should be recognized that office and desk checks are necessary and desirable only so long as individuals and offices do not accept their inherent responsibility for returning excess supplies and equipment to their respective supply rooms.

4. Subject suggestion makes no contribution to improvement in the use of administrative supplies and equipment beyond that contained in current Agency directives.

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LO/AS/JAS:lmr (19 May 1953)

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